

U.S. EMBASSY SMALL GRANTS PROGRAM

Public Affairs Section

U.S. Embassy Minsk

PROJECT PROPOSAL FORM

The Proposal Must Be Submitted in English and Belarusian/Russian

The proposal form below may be filled in, or a separate document may be prepared keyed to each and all of the numbered items below. Please type; no handwritten proposals.

1. Name of the project:

2. Name of the organization: (in English and in Belarusian/Russian):

3. Physical and legal address, phone and fax numbers, e-mail:

4. Background on the organization (please describe in two-three paragraphs the NGO's history, goals, activities, and achievements and attach a copy of the registration papers):

5. Director of the NGO:

6. Project Manager (please state his/her title and background and attach CVs of the people who will be engaged in the project):

7. Any previous U.S. Government or international funding:

8. Amount requested in USD to not exceed \$25,000:

9. Anticipated project beginning and end dates:

10. Problem statement:

11. Project goal:

12. Project objectives:

13. Project narrative/description:

14. Detailed description of the project activities in accordance with the stated objectives including a month to month timeline:

Month	Description of Event	Target Group	Number of Participants	Expected Results	Person Responsible
Objective#1					

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15. Monitoring and Evaluation (Please describe how you are going to monitor and evaluate the project activities and measure the project results both quantitatively and qualitatively):

16. Project Sustainability (how the project will go after the grant is over):

17. Detailed budget in USD:

Budget example:

#	Budget Item	Detailed Description	Cost Justification	Amount Requested from US Embassy	NGO Contribution	Contribution from other Sources
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18. Other organizations you applied to with the same project and status of your application:

City, date

Signature of Applicant